

Role Definition

Job title: Project Manager

Reporting to: PMG Partner on a day-to-day basis and ultimately to the Head of Management Group

Role Summary

The Project Management Group (PMG) are integrated into each of our project teams and provide support to the in-house architectural and multi-disciplinary design teams to deliver successful world class projects with particular focus on change and risk management using the most up-to-date project management standards.

As a Project Manager, you'll be at the centre of some of the world's most exciting and complex architectural projects. Working hand in hand with our in-house architectural and multi-disciplinary design teams, you'll help turn creative vision into reality, guiding projects from concept through to completion with meticulous precision, collaboration and care.

Within our Project Management Group, no two days are the same. You'll be leading other Project Managers on design risk management, programming, change control and financial analysis, and sub-consultant procurement, amongst other areas. You'll also direct Assistant Project Managers in contract administration, resource planning and invoicing, ensuring each project runs smoothly and efficiently.

We are looking for Project Managers that, ideally, have a level of experience of a minimum of 10-12 years in carrying out similar activities in the built environment such as; residential, commercial, cultural, laboratory / medical, infrastructure, transportation, or tertiary education.

We're looking for people who thrive in dynamic, design-driven environments — individuals who can balance creativity with control, and ambition with accountability.

If you're motivated by the challenge of delivering world-class projects and want to work alongside some of the most talented minds in architecture and engineering, this team offers an inspiring platform to grow your career and make a lasting impact.

Responsibilities

- Review of Requests for Proposals (RFP) for new opportunities and assist the project teams bid managers, legal team, and commercial managers to establish and understand the RFP requirements and contribute to the commercial and technical response
- Proactively liaise with the project teams, resources planners and commercial managers to establish the forecasted project costs by providing programme, contractual and deliverable obligations
- Review of fee calculations and appointments for potential projects and variations / additional services
- Monitor project budgets, resources and expenses against design activities reporting on movements against milestones, budgets and other key metrics and coordinating value engineering processes
- Liaise with the project teams to meet the contractual and administrative obligations of appointments to mitigate and resolve contractual issues proactively
- Liaise with the project accountant to submit monthly invoices and follow up with the Client for timely payments along with managing the invoicing / payments for our sub-consultants.

- Prepare, update and communicate key documents including, project plans, detailed design programmes, change control processes and design risk registers
- Communicate promptly and professionally with the Client, the wider project team and related stakeholders
- Maintain an understanding and knowledge of and compliance with F+P procedures and standards
- Report regularly to line manager

Qualities and Skills required

- Appropriate qualifications for the role
- Demonstrable experience in the design consultancy or building industry
- Strong understanding of project management principles, methodologies
- Understanding of the architectural design process
- Resilient to coping with conflicting demands and able to prioritise duties
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Excellent interpersonal skills and able to work independently as well as part of an effective team, both internally and externally
- Able to manage sensitive and confidential information
- Robust, methodical analytical skills and critical thinking
- Legally able to work in the country in which the position is based

This description reflects the core activities of the role but is not intended to be all-inclusive. Other duties to suit the requirements of the projects may be required in addition to changes in the emphasis of duties from time to time.